

**Office of Executive Inspector General
Position Description
Administrative Assistant to
Chief of Staff & Director Ethics Training & Compliance**

Posting Date: March 11, 2014
Posting Close Date: Open until position is filled
Salary Range: \$2,500.00 to \$5,000.00 Monthly

POSITION SUMMARY: Subject to supervision of the Chief of Staff & Director Ethics Training & Compliance, serves as Administrative Assistant. The incumbent is responsible for performing a variety of administrative duties, some of which are confidential pursuant to policy or state law. Responsibilities include: answering telephones; maintaining schedules and calendars; preparing and editing correspondence, spreadsheets, and charts; copying, compiling, and distributing documents; organizing and maintaining files and records; reviewing employee timekeeping and expense reimbursement forms for accuracy; analyzing data; and performing other general office duties in support of and at the direction of management staff.

ESSENTIAL RESPONSIBILITIES:

1. Manages telephone calls and correspondence; independently provides or proposes responses; or relays information to supervisory staff as appropriate.
2. Develops, types, edits, and proofreads various documents, including correspondence, reports, charts, spreadsheets, presentation materials, draft publications, and financial records. Ensures accuracy and compliance with applicable standards of grammar, punctuation and style.
3. Maintains physical and electronic files, which include but are not limited to correspondence, reports, and other sensitive information.
4. Responsible for prioritizing and handling internal and external communications. Determines priority of any requests received and ensures concerns are brought to the attention of the appropriate staff in order of priority.
5. Maintains personal calendar and contacts in Microsoft outlook, schedules meetings, makes travel arrangements, reviews and prepares travel and other reimbursement documents.
6. Reviews employee vouchers, timesheets, leave requests, and other documents for accuracy and compliance with policies and law.

ADDITIONAL RESPONSIBILITIES:

1. Maintains logs and assists the General Counsel in managing and responding to requests under the Freedom of Information Act.
2. Assists the General Counsel in analyzing legislation relevant to OEIG operations. Monitors legislative action, summarizes proposed legislation, and tracks progress.
3. May serve as a back-up for the receptionist by answering the main telephone lines, directing calls to staff and taking messages. Exercises judgment and discretion in referring callers to appropriate staff depending on nature of call. Independently responds to routine non-technical inquiries about OEIG programs and operations; greets visitors to the office and directs them to appropriate location.
4. May transcribe audio recordings of subject and witness interviews with accuracy while maintaining confidentiality of the information.

5. May assist investigators and attorneys in requesting and compiling documentation from a variety of governmental and non-governmental entities and assembling into logical format for utilization in investigations and legal analysis.
6. May assist with case file management by organizing records of information and material contained within investigative files; assists in the quality review of investigative case files to ensure compliance with agency policies and procedures, and collects, identifies, labels and stores evidence.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Chief of Staff & Director of Ethics Training & Compliance

SUBORDINATE POSITIONS: None

MINIMUM REQUIREMENTS:

- minimum of two years of college or equivalent demonstrated knowledge, skill, and experience;
- two years of professional experience as an administrative assistant or other general office support;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Rules.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

LOCATION: The position is located in our Chicago office at 69 West Washington Street.

HOW TO APPLY:

(The OEIG is a non-code state agency)

Visit our website at www.inspectorgeneral.illinois.gov. Qualified applicants can apply online or download the OEIG application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 69 West Washington, Suite 3400, Chicago, IL 60602. Contact: Division of Human Resources – 312.814.1789.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.